

A R E S O L U T I O N

TO APPROVE THE BYLAWS OF THE YOUTH COMMISSION

WHEREAS, City Council prescribed by Ordinance No. 97-06 that all municipal boards and commissions should establish bylaws meeting certain criteria; and

WHEREAS, the City's Youth Commission has prepared certain bylaws in accordance with that Ordinance and presented the bylaws for the consideration and approval of City Council; and

WHEREAS, in accordance with the Ordinance, the City Attorney has reviewed the bylaws and advises City Council that the bylaws comply with the Ordinance;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GREENVILLE, SOUTH CAROLINA that the bylaws of the city of Greenville's Youth Commission are approved in the form attached to this Resolution. The operating procedures, which have also been shared with City Council and which are referenced in the bylaws, may be changed without further review and approval by Council with the understanding that any changes will otherwise comply with the approved bylaws and applicable law.

RESOLVED THIS 28 DAY OF March, 2011.



MAYOR

Attest:



CITY CLERK

## **CITY OF GREENVILLE YOUTH COMMISSION BY-LAWS**

The following by-laws shall apply to the Youth Commission established by City Ordinance 2009-96.

### **ARTICLE I. DEFINITIONS.**

The following definitions shall apply to the terms below as they may appear throughout the by-laws:

1. Youth. Young people who reside in the City of Greenville that are entering the 9<sup>th</sup> grade to 12<sup>th</sup> and four members, up to the age of 21, who are enrolled in a Greenville college or university.
2. Ad Hoc Committee. Is a temporary committee formed to address a particular issue.

### **ARTICLE II. FUNCTIONS AND ROLE.**

1. Vision. The City of Greenville will offer a community where young people are valued and have meaningful opportunities to make a difference.
2. Mission Statement. The Youth Commission shall promote a culture of communication between the city's adults and youth, and to ensure youth in the community are an integral part of the government decision making.
3. Purpose. To advise City Council, the City Manager, and other city regarding issues related to the city's youth; and to focus time and resources on the work of the city in the creation, implementation and monitoring of a youth component to the City's comprehensive plan.

### **ARTICLE III. MEMBERSHIP.**

1. Youth Commission Size. Shall have a minimum of 16 members and maximum 24 members, all of whom are to be appointed by City Council.
2. Membership. Members shall be young people who reside in the City of Greenville and are enrolled in or entering grades 9 through 12. Also, membership shall include not more than four members, up to age 21, who are enrolled in a Greenville four-year College or University or two-year Community College.
  - a. Shall reflect a broad range of diversity including ethnicity, location of residence, socio-economic background, religion and gender.
  - b. If a member moves out of the City, the member shall no longer qualify for membership.
  - c. Members are recruited who are willing to commit the time needed to make the Youth Commission successful, dedicated and hard workers, open minded without special agendas, and capable of working well within a team.
3. Officers. The officers of the Youth Commission shall consist of a chairperson, a vice-chairperson and secretary.
  - a. The chairperson, vice-chairperson and secretary shall be elected by the Youth Commission members.
  - b. Members shall serve on the Youth Commission for at least one (1) year before serving as officers on the Youth Commission, absent extraordinary and extenuating circumstances. Officers shall be elected during the month of September, or as soon thereafter as feasible.
  - c. Terms of office for officers shall be for one (1) year.

- d. The chairperson shall preserve order and decorum at all meetings while promoting discussion by all members in deliberations.
  - e. In the chairperson's absence, the vice-chairperson shall serve as chairperson. In all other circumstances, the next senior member shall preside.
  - f. The secretary shall keep notes during meetings and prepare minutes of meetings for approval by the Youth Commission at its next regular meeting. The secretary may also be a staff liaison, and may designate one or more persons to assist in preparing and keeping minutes.
4. Ad Hoc Committees. The chairperson in consultation with other officers, the entire commission, or both, shall have the right to form ad hoc committees.
- a. Each ad hoc committee shall be chaired by a member of the Youth Commission and membership may include non members selected by the committee.
  - b. Ad Hoc Committees may address, but are not limited to, the following issues:
    - 1. Comprehensive Planning: create, implement and monitor the youth component of the City's Comprehensive Plan.
    - 2. City Department issues and concerns: as needed meet with various city departments.
    - 3. Authentic Civic Engagement Plan: take action that support the principles and practices that will focus on the AYCE initiative.
    - 4. Nominating: focus on the recruitment and selection of young people.
5. Attendance Requirements.
- a. Any member who for reasons other than sickness or bona fide emergency misses (a) three (3) consecutive regular meetings or (b) thirty percent (30%) of all meetings within a calendar year shall no longer qualify for membership
  - b. Any member who is unable to attend a meeting, whether regular or special, shall contact the staff liaison as much in advance of the meeting as possible so that the staff liaison can determine and report to the chairperson whether or not a quorum can be established.
  - c. The staff liaison shall maintain a record of attendance for each board member. The staff liaison shall be responsible for notifying the City Clerk of any members who violate the attendance requirements. The City Clerk shall then provide Council with the details of the violation.
6. Tenure.
- a. All terms of appointment to the Youth Commission shall be yearly with eligibility to continue until members reach the age limit.
  - b. The terms expire are annually on July 31.
  - c. Each member's participation will be evaluated at the end of the term. If the member is deemed to be a contributing member they are awarded the opportunity to serve another year.
  - d. If a member does not complete his or her term, City Council shall accept recommendations from the Youth Commission to appoint a successor for the remainder of the expired term.
  - e. Term limits shall be governed by the policies City Council otherwise established for boards and commissions.
7. Resignation. Members shall provide resignation in writing to the City Clerk's Office with a copy to the Youth Commission chairperson. The resignation shall state its effective date if different from the date tendered.
8. Ethics. All members shall be subject to the provisions of the South Carolina State Ethics Act and the City of Greenville's Code of Ethics.

**ARTICLE IV. QUORUM AND VOTING PROCEDURES.**

1. At least half of the membership of all voting members must be present to conduct meetings and to vote.
2. All votes shall be decided by a simple majority of those present and voting.
3. A list of members and any votes taken shall accompany all Youth Commission recommendations and resolutions or dissenting opinions.
4. Members present, including the chairperson, shall vote and shall not abstain, unless there is a conflict of interest.
5. In the instance of a conflict of interest the conflict shall be stated for the record and a Statement form completed.
6. Voting by proxy or absentee is prohibited.

**ARTICLE V. MEETINGS.**

1. Meeting Time & Place. To the extent feasible, all meetings will be held on a weekday in City Hall or at a meeting place and time of the Youth Commission's choosing. At the Youth Commission's discretion, the chairperson or staff liaison shall schedule the time and place of meetings.
2. Meeting Frequency. The Youth Commission shall meet a minimum of six (6) times a year. The ad hoc committees shall meet as deemed necessary by each ad hoc committee chairperson.
3. Rules of Order. Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the Youth Commission. One or more generally recognized publications on procedure shall be available for reference when procedural issues are to be resolved. The Youth Commission, in its discretion, may adopt its own rules of procedure.

**ARTICLE VI. STAFFING ARRANGEMENTS.**

1. The City Manager shall designate an employee to serve as a staff liaison. Specifically, it shall be the responsibility of the staff liaison to:
  - a. Draft and mail agendas and information packets and arrange the time and place of meetings in consultation with the chairperson and vice-chairperson.
  - b. Make available, in conjunction with the chairperson, relevant information and prepare all recommendations.
  - c. Make available copies of comments, proposals or any other information submitted from other sources (i.e. neighborhood meetings, citizen organizations, departmental staff, appointed and elected officials) on a timely basis.
  - d. Submit a calendar of events to each Youth Commission member. Information on special meetings shall be submitted in addition to the planned calendar of events.
  - e. Brief the City Manager, or his designee, on the findings and activities of the Youth Commission using a status report at least once a year.

- f. Serve as a liaison between the City and other departments.
  - g. Provide technical assistance to the Youth Commission.
2. The City Manager shall, in coordination with Department Heads, assign additional staff as necessary to assist with ad hoc committees and coordinate initiatives with city staff.

**ARTICLE VII. STAFF REPORTS AND RECOMMENDATIONS.**

The staff liaison shall submit reports and recommendations for those agenda items requiring decisions or recommendations by the board, commission or committee. Other staff having experience, education, and professional training in the subject matter may provide input into the reports and recommendations, or may provide supplemental ones. The material submitted may be oral, written, or graphic, or some combination of all. The reports and recommendations shall be accepted as evidence of record to the same extent as oral testimony and exhibits accepted from applicants, opponents, persons who are subjects of an inquiry, expert and lay witnesses, and members of the public who provide information for the record of the proceedings.

**ARTICLE VIII. NOTICE AND PUBLIC INFORMATION.**

- 1. The staff liaison shall be responsible for ensuring compliance with the Freedom of Information Act and for notifying the City Clerk reasonably in advance of all meetings.
- 2. The staff liaison is required to comply with guidelines pertaining to matters of public notice and scheduling as provided by the City Clerk.

**ARTICLE IX. AMENDMENTS.**

These by-laws applicable to the Youth Commission may be amended or revised by a majority of the Youth Commission. Such amendments or revisions may only be made after seven (7) days written notice of the proposed changes have been given to the Youth Commission and upon filing the amendments or revisions to the City Clerk and submitting them to City Council in accordance with City Council procedure for City Council's acceptance by resolution. The by-laws or revisions shall become effective upon acceptance by City Council.

Date Adopted: \_\_\_\_\_

by: \_\_\_\_\_  
CHAIRMAN